

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PLANNING TECHNICIAN
CLASS CODE: 3060

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: AMENDED 3/24/08 (Revised 9/15/98 version)
DEPARTMENT: COMMUNITY DEVELOPMENT

JOB SUMMARY

Provides information to the public and assists with County planning activities relating to zoning, business licensing, property addresses, census data, and other long range planning matters.

CLASS CHARACTERISTICS

This is the technician classification level responsible to perform civic planning activities and to provide technical planning assistance.

ESSENTIAL FUNCTIONS

Provides the public with information assistance on current and long range County planning activities.
Assists with current and long range County planning activities relating to zoning, business licensing, property addresses, census data, and other matters.
Acts as a technical assistant to various boards and commissions by providing data and keeping files on agenda items.
Reviews applications to appear before the Utah County Planning Commission and Board of Adjustments.
Issues County addresses and business licenses.
Submits written clearances for all building permit applications.
Reviews individual requests to determine conformity with current County codes and ordinances, including compliance with the Large Scale Development ordinance of Utah County.
Enforces adopted County ordinances and regulations and cooperates with the County Attorney in enforcement proceedings.
Conducts field and library investigations for business licenses and agenda items.
Reviews site plans and subdivisions and coordinates information between the applicants and County review departments.
Prepares maps and graphic materials and assists in writing plans and reports.
Makes presentations to Planning Commission & County Commission.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: computer equipment and programs including GIS; application of various statistical methods; current planning issues and trends. **Skill in:** document composition; planning and organizing comprehensive research studies; communicating effectively verbally and in writing; **Ability to:** maintain files, records, and reports; coordinate multiple tasks efficiently; prepare and present technical reports; apply zoning ordinances.

PHYSICAL DEMANDS

Typically sits at a desk or table; occasionally walks, stands, or stoops; occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 50 pounds; uses tools or equipment requiring a high degree of dexterity; regularly drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail; needs to distinguish between shades of color; and travels to local sites for field inspection and code enforcement.

PLANNING TECHNICIAN

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Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in an environmentally controlled building.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's degree in geography, planning, or closely related field. Preference may be given to applicants that have completed a planning internship.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.